

BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE
NO.

C-542

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY BOARD OF LIQUOR LICENSES COMMISSIONERS

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>CROSS REFERENCE INDEXES</u></p> <p>Size: 3"x5" cards File Arrangement: Alphabetical Frequency: Continuous</p> <p>These files consist of three indexes</p> <p>A. Active licenses establishments: which are filed by corporate name</p> <p>B. Obsolete (inactive license): also filed by corporate name</p> <p>C. Class: These are filed by type of licenses issued</p> <p>All of the indexes include corporate name, address, class, election district, licenses, phone number, inspector, previous licenses and corporate name and date of transfer, and date license was established.</p>	Permanent
2.	<p><u>PENDING FILE</u></p> <p>Size: Legal File Arrangement: Alphabetical by corporate name Frequency: Continuous</p> <p>This file is established after a license application has been submitted for a review and hearing by the Board. If the Board determination is negative, the applicant may appeal to the Board of Appeals. After all appeals</p> <p>(this item continued on next page)</p>	Record remains in pending file until Board makes a determination on application and applicant complies with the Board's decision, at which time the file then becomes active or inactive and is transferred to the respective file series.

Schedule Approved by
Records Management Officer

10/24/83 *Thomas Shays*
Date Signature

Schedule Approved by
County Administrative Officer

12/1/83 *Michael Ch*
Date Signature

Schedule Approved by Department,
Agency, or Division Representative

11/2/83 *Stanley P. ...*
Date Signature Title

Schedule Authorized by
Hall of Records Commission

Date State Archivist

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2.	<p><u>PENDING FILE</u> (continued)</p> <p>are exhausted and determination is negative the file is moved to inactive status. If the Board grants the license the records are transferred to the active files after compliance with the Board's decision. The pending files consist of an:</p> <p>A. Application and License File - which includes application license, license, articles of incorporation, hearing transcripts, for new license, transfer of license and change of officers, attorney's correspondence, minor registration forms, health, building, Fire Inspection reports and building plans.</p> <p>B. Confidential File - financial disclosure forms on business and applicants, sales agreement, lease agreement, stock certificate, Police record check corporate minutes.</p>	
3.	<p><u>ACTIVE LICENSE ESTABLISHMENT FILES</u></p> <p>Size: Legal File Arrangement: Alphabetical by corporate name Frequency: Continuous</p> <p>This record series contains the following files:</p> <p>A. Application and License File - this file contains information listed above (pending files) plus annual application for renewal and license copy that is issued annually</p> <p>B. Confidential File - contains information listed above (pending files)</p> <p>C. Inspection Report and Complaint File - contains monthly Inspectors report which are filed chronologically, complaints correspondence, police reports, and hearing transcripts on violations.</p>	<p>Permanent, until license becomes inactive, at which time it is transferred to the inactive files. Item 3C Inspection Reports will be purged after five (5) yrs.</p>

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4.	<p><u>INACTIVE LICENSE ESTABLISHMENT FILE</u></p> <p>Size: Legal File Arrangement: Alphabetical and chronological Frequency: Annually</p> <p>After an establishment is considered out of business because of a transfer of licenses, closing, or Board decision, all files pertaining to that establishment are placed in Inactive Files. Also, if Board does not approve the initial application, those files would also be transferred to Inactive Status. Record Files included in this category may include:</p> <p>A. Application and License File</p> <p>B. Confidential File</p> <p>C. Inspectors Report and Complaint File</p>	<p>Retain for ten (10) years after license becomes inactive, then destroy.</p>
5.	<p><u>ONE-DAY LIQUOR LICENSE FILE</u></p> <p>Size: Legal File Arrangement: Chronological Frequency: Monthly</p> <p>These files represent temporary authorization to sell Alcoholic Beverages. After applicant has completed the application it is submitted to Commissioners Office for review and approval. It is then transmitted to the Clerk of the Courts Office for issuance. The application is returned to the Liquor Board Office (with the license number assigned) and filed chronologically on a monthly basis.</p>	<p>Retain for one (1) year after issuance of license, then destroy.</p>
6.	<p><u>STATE COMPTROLLER'S REPORT</u></p> <p>Size: Legal File Arrangement: Chronological Frequency: Monthly</p> <p>This report is completed monthly and transmitted to the State Comptroller's Office. It represents a summary of all license activity that has taken place in Baltimore County for the prior month. A copy is maintained in the Liquor Board Office for administrative and audit reference.</p>	<p>Retain for five (5) years or until audited, whichever is later, then destroy.</p>

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7.	<p><u>ADMINISTRATIVE FILES AND CORRESPONDENCE</u></p> <p>Size: Legal File Arrangement: Alphabetical and chronological Frequency: Annual</p> <p>These files represent information pertinent to the internal operation of the Liquor Board, such as personnel, budget procurement, and fiscal documentation, general correspondence and reports.</p>	<p>Retain for five (5) years, then destroy.</p>